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Projects to Retire EMPL

DPA is progressing on two projects that will allow us to retire EMPL. The first is to deploy CPPS as our system for recording transactions affecting employees and positions. The second project is a Human Resource Data Warehouse (HRDW) to archive and report both current and historical data on employees, positions, job classes and the workforce.

This newsletter is intended to provide regular updates about these projects to the HR and Payroll community and others who have an interest in this work.

Timing of the Implementation

The proposed schedule is to train the Judicial staff in August and convert them to CPPS the last week in August. The Classified and Non-classified groups would then be trained in September with conversion time in late September or early October.

Converting from EMPL to CPPS

The technical team is finishing the last online system changes for the user requirements and correcting errors found in testing. Other work includes building an interface to receive transactions from other automated systems.

Other project teams are working on testing, system security, and documentation, and training planning. The testing group has started action code testing that includes specific tests of each action type and replicating real actions from production. The Documentation group has drafted the data glossary and is working on the user manual and training material.

There is a moratorium on programming changes to EMPL. Only changes truly essential to State business will be accepted. Requests will be evaluated on a case-by-case basis.

The section below called "New Features and Changes" has new announcements of changes coming in the CPPS system.

Human Resources Data Warehouse

The Human Resources Data Warehouse (HRDW) project has finally passed the procurement hurdle and the software has been installed and configured. Consultants will be assisting with the project. The first will be on site beginning June 27.

The major tasks of the project are simplified and summarized as follows:

1) Identify the data that will reside on the data warehouse. This involves identifying, locating, and defining each data element contained in the EMPL and CPPS systems. This task has been in progress for approximately 1.5 years and is complete for this phase of the project.

2) Model the data. This is the process of taking what was learned in the

identification process and describing how each data element relates to or depends on every other data element that will reside on the data warehouse. This process also generates the computer code that builds the database tables. This is how we achieve an efficient database design. This task is mostly complete. There is some final validation that will be completed before the end of June.

3) Develop ETL - "Extract, Transform and Load" processes. This is how we pull the historical data from the operational databases (EMPL and CPPS), transform it to make it consistent between the two systems and load it into the new MySQL database structure. The target database has been created and is ready to receive the data. Some of the first extracts are under development. The ETL is projected to take 60 - 90 days to complete.

4) Develop reports and customer extracts. This is dependent on the ETL process and won't begin until that task is nearly complete. Reports and extracts will be prioritized based on customer responses to several surveys that have been distributed during the past year.

5) Develop the web browser interface to allow customers to select reports and/or extracts from a menu.

6) Customer training and implementation.

Please send any questions or concerns to paula.amelon@state.co.us

New Features and Changes

As changes are made and tested in the CPPS system they will be scheduled for release into production. The list below has the latest changes to be announced. A master list of the changes announced to date can be found at http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm

All Personnel and Benefits Data
- Updated the New Hire, Rehire, and default Change workflows to chain to the Alternate Address, Job Performance, and PERA Enrollment screens in addition to the Personnel Action, Job Assignment, and Personal Data screens.
- Updated the Separation workflow to only chain to the Personnel Action and Job Assignment Data screens.
- Removed Transaction 16, Labor Relations, from the Personnel Update and Inquiry menus.

Personnel Action Data (Screen 3)
- Added an edit so that the action 'Leave with Full/Partial Pay or Benefits' is used to set the Status to 'P', Leave with Pay, 'S', Short Term Disability, or 'B', Benefits. Also the action 'Leave without Pay' is used to set the Status to 'L', Leave without Pay, 'I', Inactive, or 'F', Furlough.
- The EMPL Employee Status and Status Date that was stored in the Special Status fields was moved to the Job Performance Data (Screen 9) in the Probation/Status fields. The Special Status fields were then removed from the Personnel Action Data (Screen 3).
- Agency Date 2 has been changed so that it won't be automatically populated.
- Added an edit to require that the Adjusted Service Date can't be more than 1 month in the future.

Job Assignment Data (Screen 4)
- An edit was added to require that when the position record exists and the Job End Date is more than 1 month out then the Class, Term, Job Dept (first 3 characters) and Seasonal Indicator must match between the Job Assignment and Position.

Personal Data (Screen 5)

- Updated an edit to require Ethnicity. The value 'U' is for 'Not Indicated' or 'Unknown'.

Position Control System

Integral Systems, Inc.'s Position Control System has been installed in the development and test CPPS environments. For the conversion from EMPL it will be installed and populated with data in production CPPS. See the Master List of System Changes for our customizations to that software.

Questions & Answers

For questions please contact any of the four people listed on the first page. We may post your questions and the answers here in later editions.